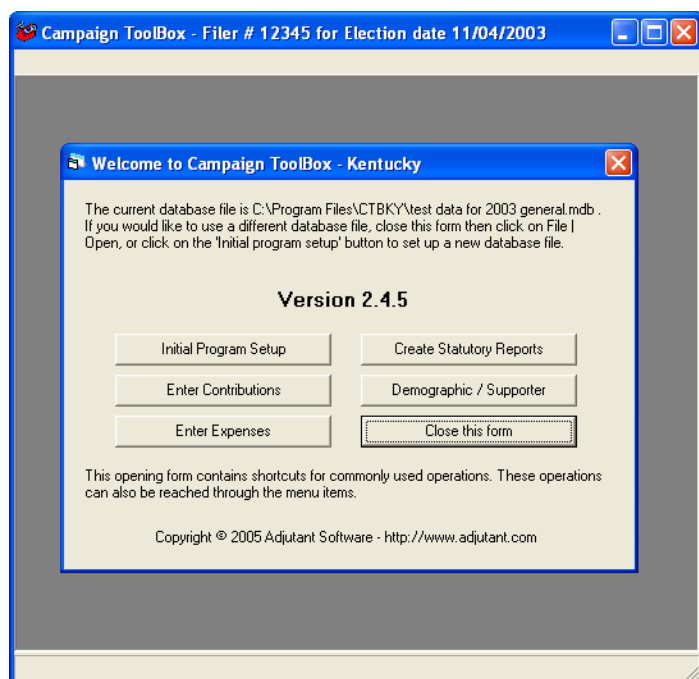


How to Create and Submit a Statutory Report



Campaign ToolBox.lnk

Find the Campaign ToolBox software icon on your desktop. Double-click the left mouse button. This screen should appear ...



Click once on the button labeled “Create Statutory Reports”.

The next window that will pop up on your screen will be ...



After reading the important note window, click on the “OK” button.

Now the following Statutory Reports box should be on your screen ... This is where to begin producing the financial statement for the Registry.

Campaign ToolBox - Filer # 12345 for Election date 11/04/2003

Help

Statutory Reports

2	32 DAY PRE	2
3	15 DAY PRE	3
4	30 DAY POST	4
5	60 DAY POST	5
10	ANNUAL	10
14	QUARTERLY, JAN-MAR	141

Start Date: 06/02/2003 End Date: 09/30/2003

Due date: 05/05/2003 Election date: 11/04/2003

Signed date: 06/22/2005

☐ Amendment ☐ Termination

Election Type:
☐ Primary ☐ Runoff
☒ General ☐ Special
☐ Unexpired

Prepare Statutory report

Electronic Filing Cancel

Select the appropriate report type you need to prepare by placing your cursor (which will appear as a red arrow in our examples) on the report you want to produce and click the left mouse button once. The report will then be highlighted in blue as shown in the next example ...

Campaign ToolBox - Filer # 12345 for Election date 11/04/2003

Help

Statutory Reports

2	32 DAY PRE	2
3	15 DAY PRE	3
4	30 DAY POST	4
5	60 DAY POST	5
10	ANNUAL	10
14	QUARTERLY, JAN-MAR	141

Start Date: 06/02/2003 End Date: 09/30/2003

Due date: 05/05/2003 Election date: 11/04/2003

Signed date: 06/22/2005

☐ Amendment ☐ Termination

Election Type:
☐ Primary ☐ Runoff
☒ General ☐ Special
☐ Unexpired

Prepare Statutory report

Electronic Filing Cancel

To enter the Start and End dates of the report, press the "tab" key on your keyboard. This will place your blinking cursor at the beginning of the start date. If there is a date in this field, you may clear it out by pressing the "delete" key. Key in the start date of the particular report you are working on.

If this is your first electronic report, the start date is the day you opened your bank account. If this is not your first financial report, the start date will be the day immediately following the end date of the previous report. For example, if your first report started on 01/15/2003 and the end date of that report was 04/20/2003, the next report start date would be 04/21/2003.

Press the “tab” key on your keyboard. This will place your blinking cursor at the beginning of the end date. If there is a date in this field, you may clear it out by pressing the “delete” key. Key in the end date of the particular report you are working on.

We would like to suggest using the “Report Due Date” as the ending date of your report. That way, you will always know when to “close the books”. Then you will have a 5 business day grace period in which to prepare your report and submit it to the Registry and the County Clerk’s office in which the candidate resides. Be sure to keep a copy of the report for your own records.

Press the “tab” key on your keyboard. This will place your blinking cursor at the beginning of the “Due Date” field. If there is a date in this field, you may clear it out by pressing the “delete”. Key in the report due date for the report you are building.

Due dates can be found on the Registry’s web site at www.kref.ky.gov, on page 71 of the 2005 edition of the Candidate Guide to Campaign Finance, or you may contact an administrator or auditor at the offices of the Registry for the information. Phone number 502-573-2226.

Campaign ToolBox - Filer # 12345 for Election date 11/04/2...

Help

Statutory Reports

2	32-DAY PRE	2
3	15 DAY PRE	3
4	30 DAY POST	4
5	60 DAY POST	5
10	ANNUAL	10
14	QUARTERLY, JAN-MAR	141

Start Date: 01/15/2003 End Date: 04/20/2003

Due date: 10/03/2003 Election date: 11/04/2003

Signed date: 06/22/2005

☐ Amendment ☐ Termination

Election Type

☐ Primary ☐ Runoff

☒ General ☐ Special

☐ Unexpired

Prepare Statutory report

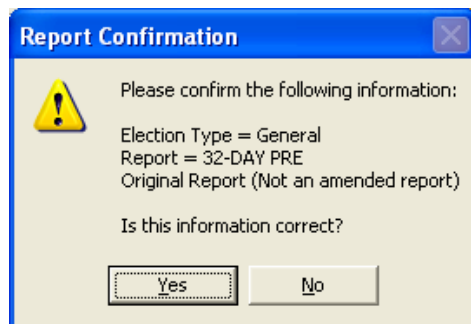
Electronic Filing Cancel

If this particular report is an amendment or termination report, place your mouse cursor on the appropriate word and click the left mouse button once. This will make a check mark in the box immediately to the left of your choice. You will only check the "Termination" box if this is your last report, you are closing out your bank account, and your ending balance is zero.

Select the correct "Election Type" by placing your cursor on the corresponding word and clicking once with the left mouse button.

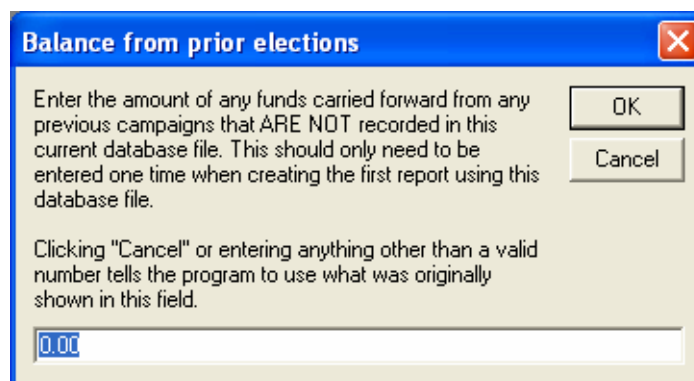
Click on the "Prepare Statutory Report" button to start compiling information for your financial report.

NOTE: You may run the report as many times as you need before actually submitting it to the Registry, This is very helpful in double-checking yourself on data entry. As long as you have not sent the report, you may make any changes or deletions as necessary. Correcting errors *after* the report has been submitted will be discussed later in this information.

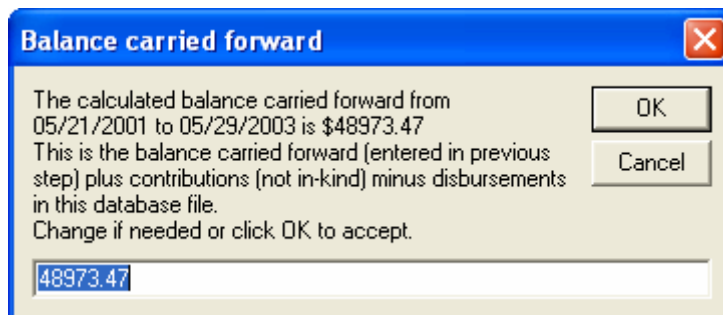


Confirm you have selected the correct Election and report by Clicking on the "YES" button.

A box will appear on your screen requesting the "Balance from prior election". This is used when you are preparing your first report under a new filer number. If you had a surplus from your last election for the same office, enter that ending balance in this field by simply typing in the amount. Click on the "OK" button.



If the "Balance carried forward" is not correct, please press the "Delete" key – the figure will be erased from the field. Enter the correct amount. Click on the "OK" button.



A dialog box titled "Balance carried forward" with a blue header bar and a close button (X) in the top right corner. The main area has a light beige background. It contains the following text: "The calculated balance carried forward from 05/21/2001 to 05/29/2003 is \$48973.47", "This is the balance carried forward (entered in previous step) plus contributions (not in-kind) minus disbursements in this database file.", and "Change if needed or click OK to accept." To the right of the text are two buttons: "OK" and "Cancel". At the bottom, there is a text input field containing the value "48973.47".

Please check the Flagged Items Reports for possible errors. You will be notified of any possible problems and a report will be displayed. Note that these are possible problems; they are quite often not a real problem, but items that need to be looked at and verified.



A window titled "Print report" with a blue header bar and a close button (X) in the top right corner. Below the header is a toolbar with icons for back, forward, search, and print. The main content area is white and contains the following text:

Flagged Items Report
04/06/2006 - 11:47 AM

Record checking is included as a convenience item. It is not a substitute for personally checking data. The person signing the report is solely responsible for its accuracy. Because an item appears on this report does not necessarily mean that it is incorrect. It indicates that it is an exception to what is normally expected and must be reviewed and verified as correct before creating the final report.

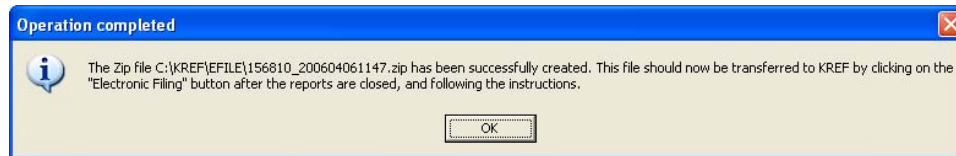
To locate flagged items that have a "TransID" shown, go to the data entry form (for example, Contributions), then click on the menu item 'Search'. Enter the ID number, and select the appropriate field (for example, ContribID), to find the record.

TransID	RECEIPTS
2	02/01/2006 - Occupation missing for individual
2	02/01/2006 - Employer missing for individual
4	02/04/2006 - Occupation missing for individual

	DISBURSEMENTS
2	02/05/2006 - Occupation missing for individual (amount > \$25).

Close the Print Report window when finished.

Please read the Operation Completed window and note that the electronic file has been generated and Click on the “OK” button.



Print the financial report by clicking on the printer icon in the Print Report window. Click on OK to print. You may create an Optional PDF by clicking on Convert to PDF (on the menu bar). Then, choose the file destination and click on save.

Print report

1/8

Summary Page

Candidate: First Name Last Name
 Committee: TEST
 Office: office you are seeking
 Address: address line 1 City, KY 40601
 Can. Phone: 502-573-2226
 Can. DOB: 01/01/1900
 Pol. Party: party name
 Location: candidate's county of residence goes in this field
 Treasurer: Treasurer's Name
 Treas. Addr.: address line 1 City, KY 40302
 Treas. Phone: 502-859-2706

32-DAYPRE
 11/15/2005 to 04/14/2006
 Election Date: 05/16/2006
 Filer ID: 156810
 Candidate ID: 22640

Receipts	Number of People	Current Report	Election Cumulative
1a. Itemized contributions		\$904.00	\$904.00
1b. Other		\$0.00	\$0.00
1c. Currency	0	\$0.00	\$0.00
1d. Anonymous	0	\$0.00	\$0.00
1e. Unitemized	0	\$0.00	\$0.00
1f. PAC Contributions		\$111.11	\$111.11
1g. Exec. Comm. Contrib.		\$0.00	\$0.00
1h. Caucus Comm. Contrib.		\$0.00	\$0.00
2. TOTAL RECEIPTS		\$1,015.11	\$1,015.11

Disbursements	Current Report	Election Cumulative
3. Total disbursements	\$78.00	\$78.00

In-Kind Contributions	Current Report	Election Cumulative
4a. In-kind contributions received (Schedule 1A)	\$0.00	\$0.00
4b. In-kind contributions received, PAC (Schedule 1B)	\$0.00	\$0.00
4c. In-kind contributions received, Exec. Comm. (Schedule 1C)	\$0.00	\$0.00
4d. In-kind contributions received, Caucus Comm. (Schedule 1D)	\$0.00	\$0.00

Debts and Obligations	Current Report
5. Total Debts and Obligations (Schedule 4)	\$0.00

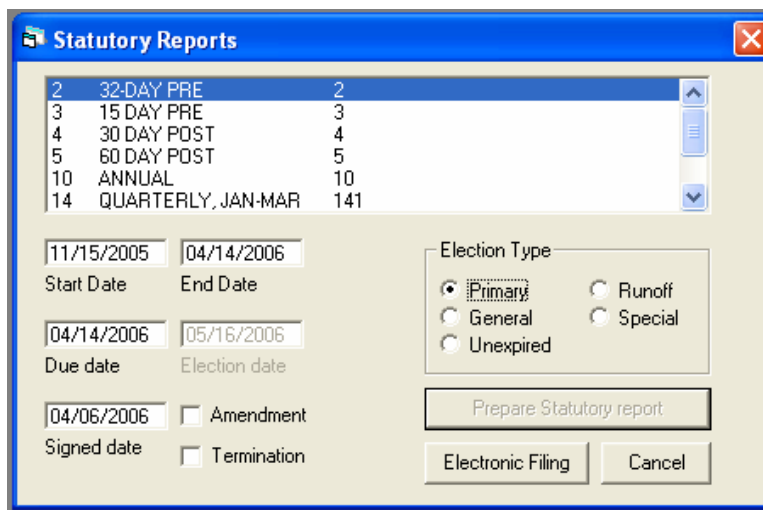
Balance Statement	Current Report
6. Ending balance of last report	\$0.00
7. Total amount received during reporting period	\$1,015.11
8. Sub-Total	\$1,015.11
9. Total amount disbursed during reporting period	\$78.00
10. ENDING BALANCE	\$937.11

11. Verification: I certify that I have examined this Election Finance Statement and to the best of my knowledge and belief it is true, correct and complete.

Treasurer's signature: _____ Date: _____

Version and File Info: 2.4.5 / 156810 / 200604061147

Close the Print Report Window. You will see this box on your screen ...



The "Statutory Reports" window displays a list of report types and their counts:

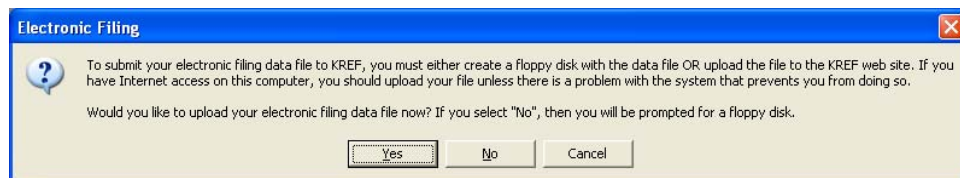
Report Type	Count
32-DAY PRE	2
15 DAY PRE	3
30 DAY POST	4
60 DAY POST	5
ANNUAL	10
QUARTERLY, JAN-MAR	141

Below the list, there are date fields and checkboxes:

- Start Date: 11/15/2005, End Date: 04/14/2006
- Due date: 04/14/2006, Election date: 05/16/2006
- Signed date: 04/06/2006
- Amendment: ☐
- Termination: ☐

The "Election Type" section has radio buttons for Primary (selected), Runoff, General, and Special. The "Prepare Statutory report" button is disabled. The "Electronic Filing" and "Cancel" buttons are visible at the bottom.

Notice that the "Prepare Statutory report" button is disabled now.



The "Electronic Filing" dialog box contains the following text:

To submit your electronic filing data file to KREF, you must either create a floppy disk with the data file OR upload the file to the KREF web site. If you have Internet access on this computer, you should upload your file unless there is a problem with the system that prevents you from doing so.

Would you like to upload your electronic filing data file now? If you select "No", then you will be prompted for a floppy disk.

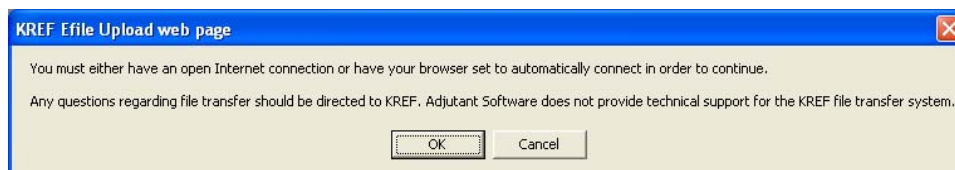
Buttons: Yes, No, Cancel

Click on the "Electronic Filing" button. This is the next box you will see ...

Click on the "Yes" button if you want to upload your data through the web. Click on the "No" button if you would rather save to a floppy disk.

If you click on "No", you will be given prompts on what to do next.

The next box will contain a reminder about your Internet connection ...



The "KREF Efile Upload web page" dialog box contains the following text:

You must either have an open Internet connection or have your browser set to automatically connect in order to continue.

Any questions regarding file transfer should be directed to KREF. Adjutant Software does not provide technical support for the KREF file transfer system.

Buttons: OK, Cancel

Make sure you have an open Internet connection, and then click on the "OK" button.

You will then be taken to the KREF Electronic Filing User identification page. Enter your User ID that was issued to you by the Registry. Enter your Password. Click on the “Login” button.

The screenshot shows a Microsoft Internet Explorer window titled "KREF Electronic Filing - Microsoft Internet Explorer". The address bar displays "http://www.kref.state.ky.us/krefefile/KREF_Login.ASP". The page content includes the "Kentucky.gov" logo and the text "The Official State Government Web Site of the Commonwealth of Kentucky". Below this is the seal of the Commonwealth of Kentucky and the name "Sarah M. Jackson, Executive Director". The main heading is "Kentucky Registry of Election Finance". The section is titled "User Identification". A red warning message states: "Please remember the User ID and Password is case sensitive". There are two input fields: "User ID:" and "Password:". Below these fields are "Login" and "Clear" buttons. A note states: "This application works best with Internet Explorer". At the bottom, contact information for the "Kentucky Registry of Election Finance" is provided, including the address "140 Walnut Street, Frankfort, Kentucky 40601", phone number "502.573.2226", fax number "502.573.5622", and regular hours of operation "8:00 am - 4:30 pm". A link "Click Here" is provided to return to the Registry's Main Page. The status bar at the bottom shows "Done" and "Internet".


KREF Electronic Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print

Address http://www.kref.state.ky.us/krefefile/KREF_Login.ASP Go

Kentucky.gov The Official State Government Web Site of the Commonwealth of Kentucky

 Sarah M. Jackson, Executive Director

Kentucky Registry of Election Finance

User Identification

Please remember the User ID and Password is case sensitive

User ID:

Password:

Login Clear

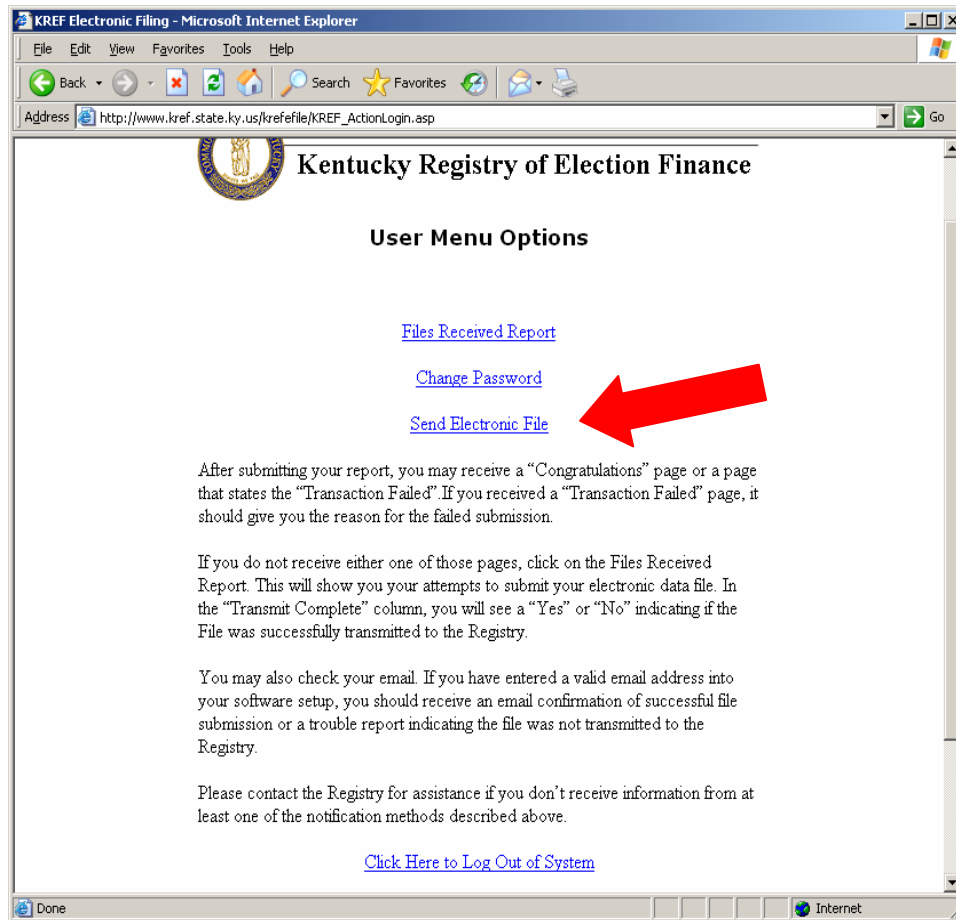
This application works best with Internet Explorer

Kentucky Registry of Election Finance
140 Walnut Street
Frankfort, Kentucky 40601
Phone: 502.573.2226 FAX: 502.573.5622
Regular Hours of Operation: 8:00 am - 4:30 pm

To return to the Registry's Main Page, [Click Here](#)

Done Internet

You will then be on the “User Menu Options” page. Click on the “Send Electronic File” link.



This will take you to the KYREF Electronic File Submission Center – Online Filing Form.

Click on the “Browse” button.

KYREF Electronic Filing Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links

Kentucky.gov The Official State Government Web Site of the Commonwealth of Kentucky

Sarah M. Jackson, Executive Director

Kentucky Registry of Election Finance

KREF Electronic File Submission Center

Online Filing Form

Please browse to **C:\KREF\FILE** to locate the data file you wish to submit.

Note: If you need assistance in finding your data file,
you may locate instructions at the following link:
[How to locate your data file](#)

Browse...

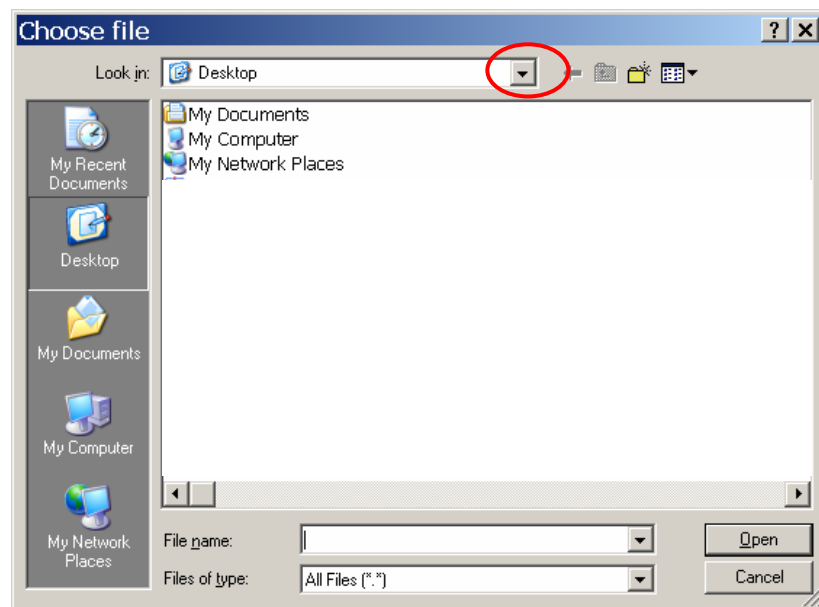
☐ Transmit the file(s) even if warnings exist

Submit

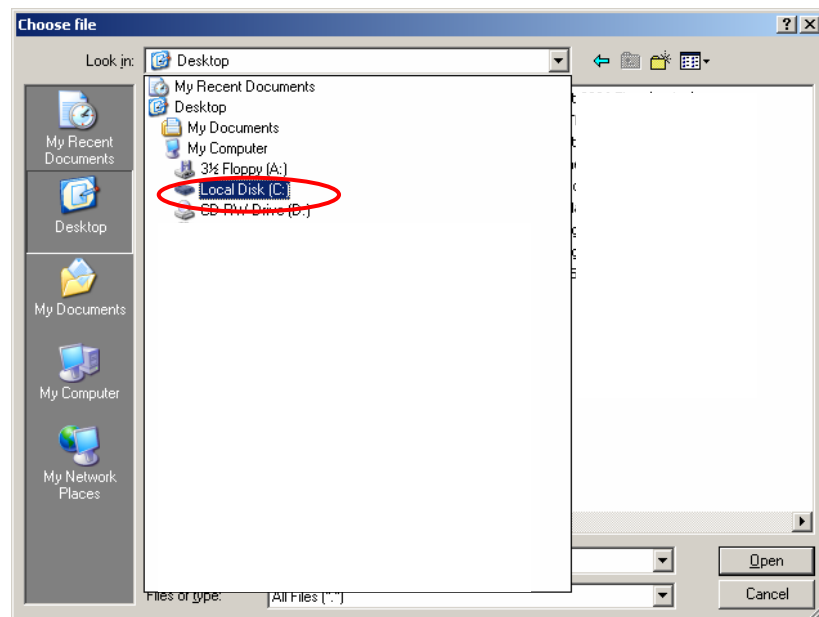
NOTE: You must be using version 2.4.1 or greater of Campaign ToolBox.™
This application works best with Internet Explorer

Local intranet

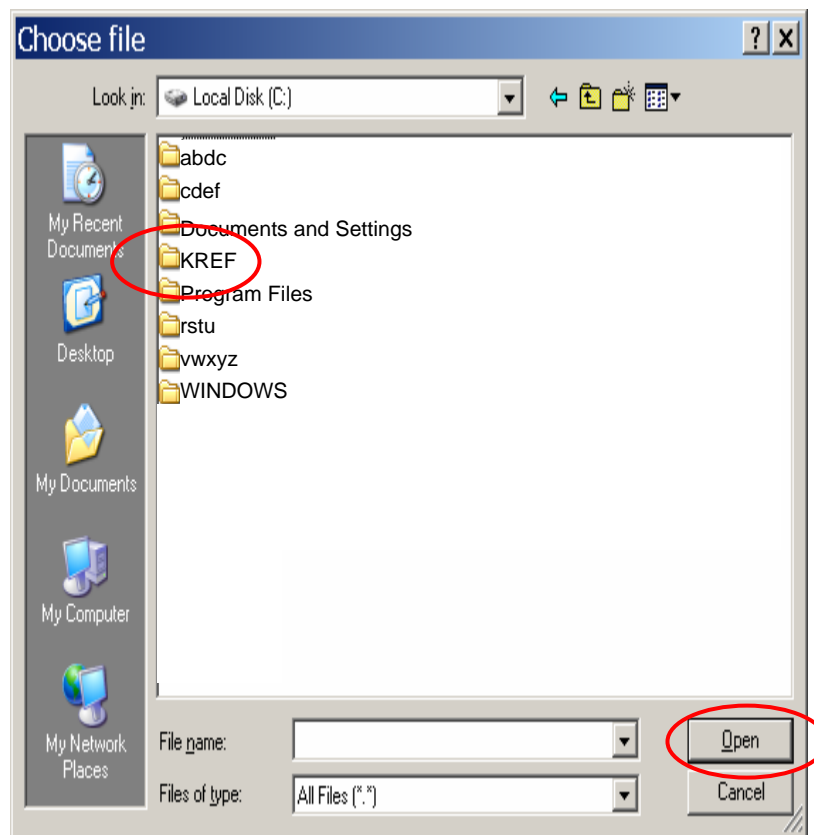
Click on the “ ▼ ” at the end of the “Look in:” field.



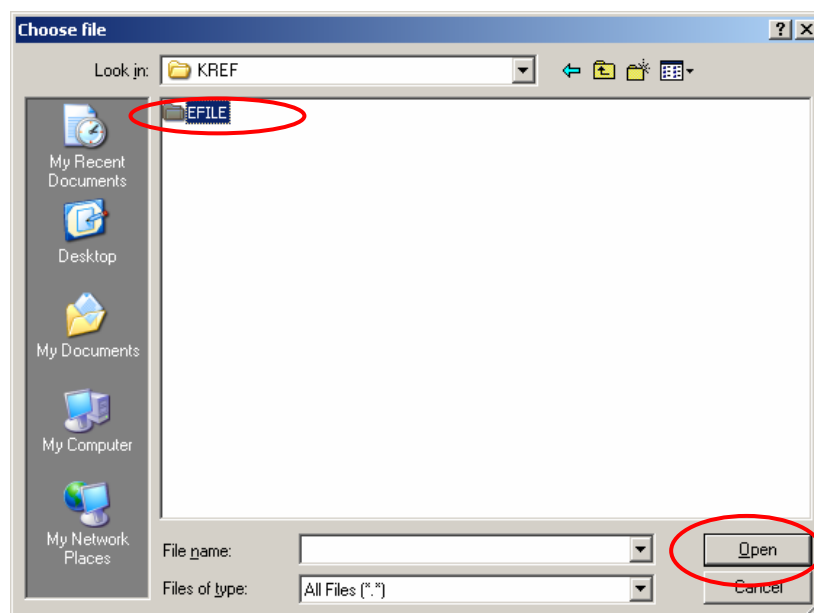
Select “Local Disk (C:)” by clicking on it once.



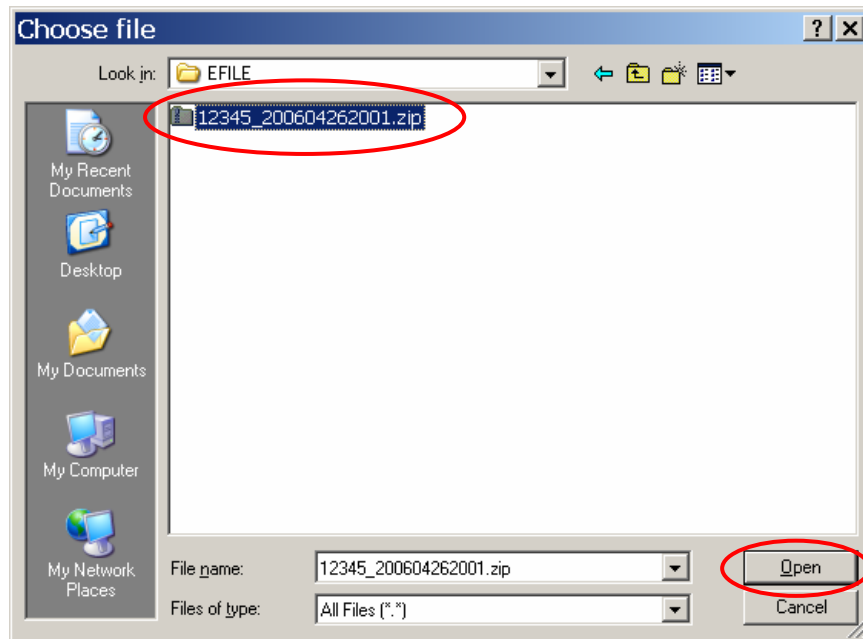
Select the “KREF” folder by clicking on it once, then click on the “Open” button.



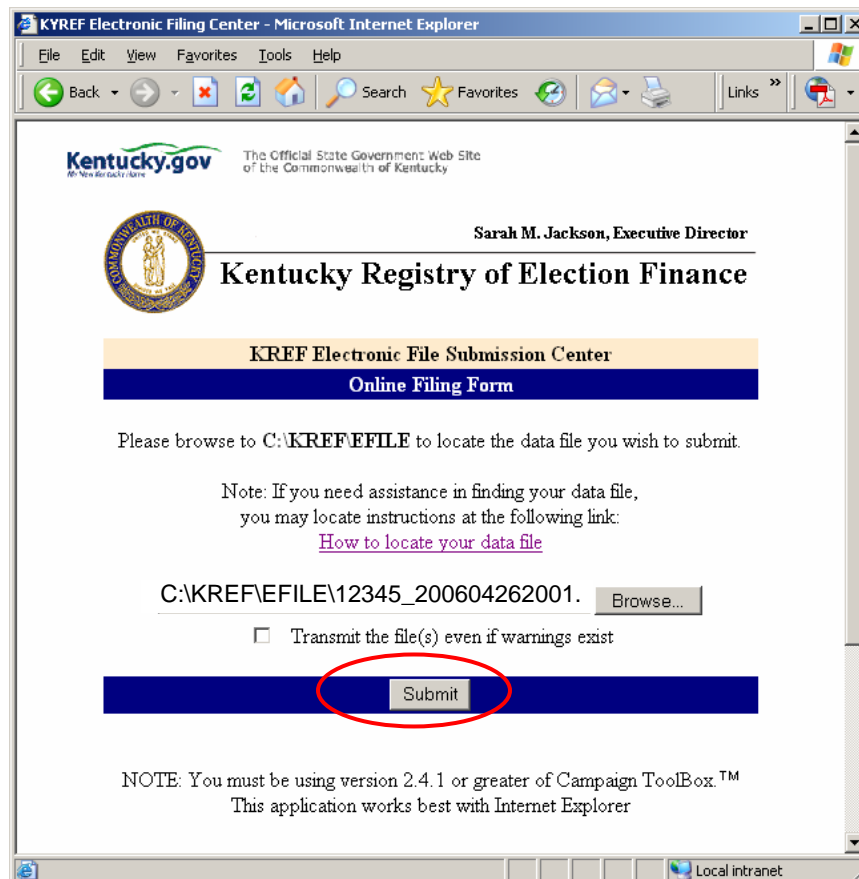
Select the “EFILE” folder by clicking on it once, then click on the “Open” button.



Select the data file (filer#_yyyymmddhhmm followed by “.zip”) by clicking on it once, then click on the “Open” button.

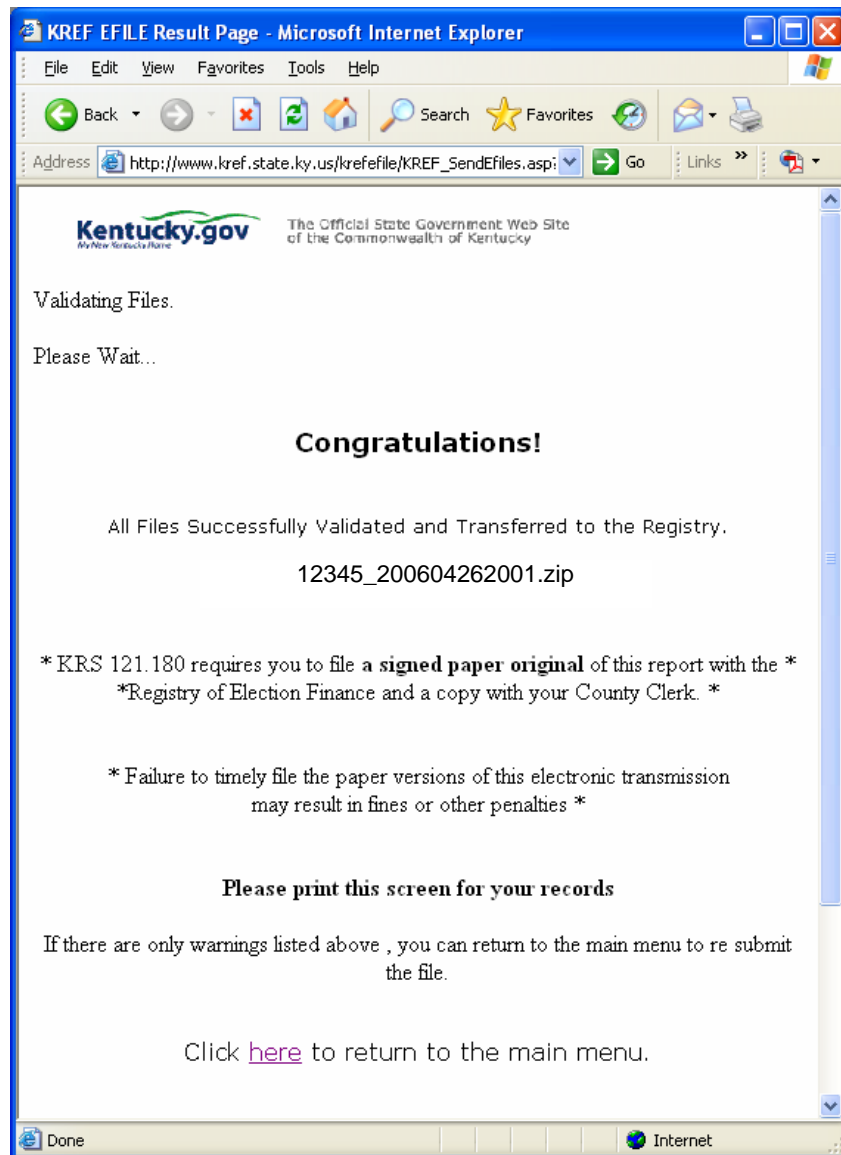


Click on the “Submit” button.

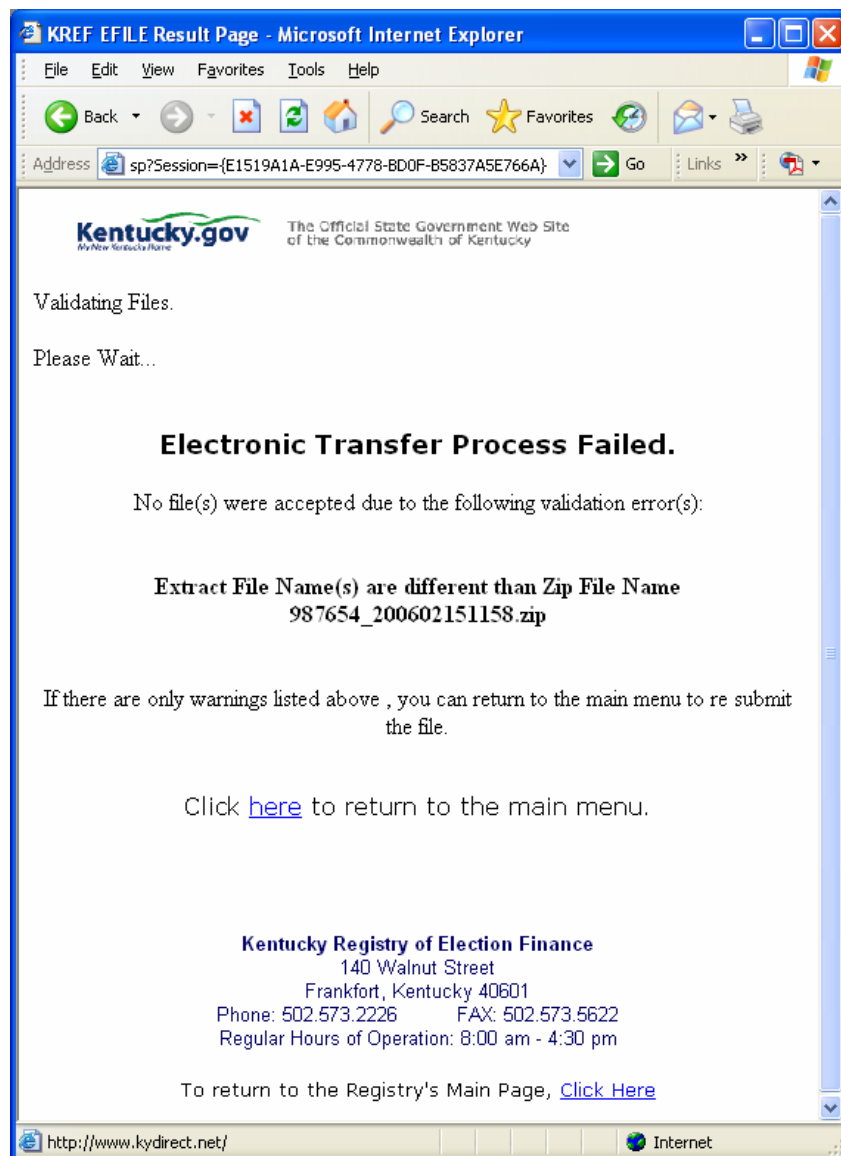


When your file has been successfully processed, you will receive the “Congratulations!” page. Please print this screen for your records.

That message may look something like this ...



The error message may look something like this ...



If you receive an error or warning message, please go back to Campaign ToolBox™ to correct the error. Exit the statutory report process back to the gray screen. Open the report process again, and make your corrections. Create your report again. Resubmit the report via the Internet site.

Close your Internet browser window.

Close the Campaign Toolbox™ application.

Mail or hand deliver the hard copy report (paper copy) to the Registry*. The paper copy of your report with a handwritten signature is the "official copy" of your data. Remember to also file a hard copy of the report with the County Clerk's Office in the county of the candidate's residence.

*If you have created a diskette, mail it along with the paper copy of the financial report to the Registry.